



Grant County Washington

Position Opening

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| POSITION | Accountant |
| LOCATION | Ephrata, Washington |
| DEPARTMENT | Public Works |
| STATUS | Full-time; Non-exempt |
| SALARY | \$3,203 – 3,392 per month to start; DOE; \$3,769 maximum |
| BENEFITS | Employer partial paid Medical, vision, and dental after six (6) months and life insurance at time of employment Annual leave accrues at one (1) day per month and increases with years of service (available for use after six (6) months). Sick leave accrues at one (1) day per month (available for use as accrued) 11 paid Holidays per year Automatic enrollment in the Washington State retirement plan Eligible to participate in two (2) deferred compensation plans via payroll deduction(s) Eligible to participate in flex benefits via payroll deduction(s) |
| OPENING DATE | March 1, 2006 |
| CLOSING DATE | Open Until Filled |
| GENERAL PURPOSE | Responsible for governmental cost accounting for all work performed by the Public Works Dept. Assure accounting records, support ledgers and summary reports conform to departmental standards and practices. Coordinate with bookkeeping support staff to produce operations, subsidiary reports. Responsible for general ledger account reports. Prepare periodic reports and recapitalization of cost accounting allocations and department operations. Responsible for reviewing and monitoring non-departmental motor pool vehicle repairs, fuel usage, and vehicle assignments. Maintain County vehicle/equipment self-insurance program. Review individual equipment expenditures and recommend replacement action based upon costs and/or rate adjustments. Manage county-wide fueling system. Perform work required for GASB 34 compliance. |
| MINIMUM QUALIFICATIONS | Degree in Accounting and/or Business Administration with a minimum of two (2) years of governmental accounting experience (BARS System), or closely related, using data processing equipment. Strong computer background. Valid Washington State Driver's License with no restrictions. |
| APPLICATION PROCEDURE | Obtain from and submit application to: Grant County Public Works Department 12 Enterprise Street SE Ephrata, Washington 98823 Monday – Friday; 8:00 a.m. – 5:00 p.m. |